MAERS 2.1 Quick Start Guide—

For Users with MAERS 2.0 experience

**MICHIGAN
ADULT EDUCATION
REPORTING SYSTEM
[MAERS]**

MAERS 2.1 Quick Start Guide

This quick start guide is for users with MAERS 2.0 experience. It is designed so experienced users can quickly learn about 2.1 changes and begin using the system faster. This guide is not a replacement for the MAERS 2.1 User Manual and all MAERS users need to read the manual. In the following sections you will learn about:

– Follow-Up Cohorts
– New and Changed Processes
– Screen Changes
– Impact on Reports

Follow-Up Cohorts

The National Reporting System (NRS) has required that states report on the follow-up measures of entered and retained employment, attainment of a secondary credential and entry into postsecondary education or training for participants who set these outcomes as goals for their participation. NRS has **_discontinued the use of goal-setting_** as a means to identify participants to track attainment of the follow-up outcomes. Instead, NRS will require states to automatically report the follow up measures for all participants who meet certain criteria for each measure. This automatic cohort designation will vary according to each follow-up measure. The cohort designation criteria are as follows:

- GED – Participants who take all 5 GED tests. The tests can be taken either before or after program exit but must be taken on or before October 25 following program year end.

- HSD – Participants who have 50% or more of their HSD credits at program entry needed to obtain a HSD from the local program.

- Enroll in Postsecondary Education – A participant can be included in this cohort in one or more of the following three ways. The participant:
    1. Has a GED, HSD or Alternative Credential at program entry issued by a US or Non-US Based School; or,
    2. Obtains a GED after program exit but on or before October 25 following program year end; or,
    3. Obtains a HSD after program exit but on or before October 25 following program year end

- Enter Employment – A participant's labor force status is unemployed at program entry

- Retain Employment – The participant's labor force status is employed at program entry or the participant's labor force status at program entry was unemployed and they obtained a job when contacted during follow-up.

Participants in the Enroll in Postsecondary cohort will now be tracked for two years. If the participant was unable to be contacted or did not enroll in postsecondary when contacted during their follow-up process, they are included in the follow-up process for a second year. Participant registrations that were started in PY 2011-12 and continue into PY 2012-13 are subject to these new automatic cohort follow up rules.

Follow up is now limited to participants who have 12 or more hours of instruction.

New and Changed Processes

Copy functions—

The Copy functions for courses, locations, instructors and class setup records are now available. These functions allow records to be copied from one program year to the next. The class copy has more options than the other copy functions. These additional options permit local program staff to:
- Copy a class within the program year
- Copy a class from the current program year to the next program year
- Copy a class from the previous program year to the current program year with its actively enrolled Participants.
  (This last feature is for local programs that have open entry/exit classes that are in continuous, year round operation.)

Participant Registrations—

Beginning with PY 2011-12, a participant's registration can span one or more program years. This eliminates the forced program exit at the end of a program year and a subsequent registration in the next program year. This affects many participants who have not completed their instructional services. In addition, this program exit/re-register process frequently puts participants into an NRS outcome measure before the participant has completed their instructional services. The participant's registration can now remain active across program years and until they complete all of their needed instructional services.

A participant registration that continues from one program year into one or more following program years is called a "Continuing Registration". A participant registration that is ending in the current program year is called a "Completing Registration".

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The GED and HSD instructional areas can now both be selected on the **Registration** screen at the same time. This has become necessary because a participant can first be enrolled in a GED Class and then later enroll in a HSD class. However, a participant cannot have a GED and a HSD class enrollment active at the same time.

Participant Goals—

Beginning with PY 2012-13, participant goals will no longer be used for performance measurement. Instead, participants will be included in outcome measures (NRS Table #5 and #5a) using new automatic cohort designators as described above.   Because a registration can continue for two or more years, the short and long term designations for goal selections are no longer needed.

Participants who program exit on or before June 30, 2012 will be placed in an outcome measure according to their selected goals as has always been done. Local programs will have through the end of the day on October 25, 2012 to complete their PY 2011-12 follow-up data entry.

There is one exception to the above for participants who have a retain employment goal and program exit on or after January 1, 2012 but on or before June 30, 2012. These Participants will have their follow-up process done during PY 2012-13 and will be included in the PY 2012-13 final report. However, they will be in this outcome measure because of their PY 2011-12 Retain Employment selected goal. They will not be in the outcome measure because of an automatic cohort designation.

Participant goals will continue to be used for service planning. Please refer to the Adult Education Goal Setting Policy for further information.

Assessments—

Because registrations can continue for two or more program years, it is necessary that they have a pre- and post-test each program year. This is needed for two reasons:
- A pre- and post-test assessment is required to determine and report educational gains on NRS tables #4, #4b and #4c each year.
- A pre-test is required each program year before the participant can be enrolled into a new class for the program year.

Please refer to the Adult Education Assessment Policy for further information.

Participant Outcomes—

    Outcomes are now called **Program Exit.** This change was made to clarify language and to align with the purpose of the screen.

    Beginning July 1, 2012, the exit status of **Completed and Plans to Continue in 90 Days** has been removed from the system. This exit status is no longer needed with continuing registrations.

System Exits—

    The system exit process has been redesigned to align with participants who can have continuing registrations. The October 2012 Edition of the NRS Implementation Guidelines defines participants who need to be program exited as: *…students who left the program or received no services for 90 consecutive days and have no scheduled services.* Given this definition, a participant must be:
- Enrolled in a Class on or before the 90th day after their registration date and have ongoing entered attendance in their class(s); or,
- Enrolled in a new Class on or before the 90th day following their preceding Class enrollment; and have ongoing, entered attendance in their class(s); or,
- Have a scheduled service (see "Planned Gaps" below)

    If a participant does not meet any of the above conditions, then they will be system exited. The system exit process will run every night instead of once per program year on October 25.

    Note: Because of the targeted October 16, 2012 implementation date of MAERS 2.1, the system exit process will not be run until early January 2013. This will provide the needed time for local programs to bring their PY 2012-13 data entry up to date. The System Exit is described in Chapter 5 of the MAERS 2.1 User Manual. This chapter will be released as soon as it is finalized.

    A report has been created that will identify when participants will be system exited. This report will allow local programs to take corrective action to prevent these system exits when possible. The report is called the **Upcoming System Exit** report. It is located on the **Special Functions** tab. It is suggested that local program begin running this report no later than December 2012 to identify and update records before the system exit process begins in early January 2013.

Planned Gaps—

    Planned gaps are a new feature in MAERS 2.1. They are linked to the revised system exit process described above. This function can be used by local programs to enter and track a scheduled gap in the participant's services. A planned gap record can be

used to keep a participant's registration active in the system and prevent a system exit. Planned gaps would be used during summer breaks, prolonged participant illness, etc.

Participant Class Exit process—

This is a new system process. It will run during the October 26 year end closeout process.   It will post a class exit date for participants who are missing this date from one or more of their class enrollment records. This process will post the class end date as the class exit date of the participant's class enrollment record if it is missing.   It will do this for all participant class enrollment records in the program year that ended the preceding June 30.

Screen Changes

The **Update** button's operation has been changed within the Class Function screens. After it has been "clicked", screen navigation will return the user to the **Search Results** screen instead of remaining on the data entry screen. The **Update** button's operation remains unchanged on all other data entry screens.

Instructor—

Instructional Experience: This data is now required by USDOE and must be reported each year on NRS table #7. Instructional experience has been organized by year groupings selected from a drop down list.

Certification: This is a new data item required by USDOE. It must be reported on NRS table #7 each year. The data is collected via a drop down list that has 5 different certification options, which are listed in the MAERS 2.1 User Manual. An entry is required each program year.

Additional information about the **Instructor** screen is in Section 2.1 of Chapter 2 of the MAERS 2.1 User Manual.

Course, Instructor and Location—

Status: The Status selections have been reduced to two.   The two selections are either Active or Inactive. It was determined that all other selections are no longer needed.

Reviewed and Approved by: This item has been removed from these screens. It was determined that a Review and Approval of the Class data (which includes Course, Instructor and Location data) is sufficient to confirm that accurate data is being saved.

Additional information about the **Class Function** screens is in Chapter 2 of the MAERS 2.1 User Manual.

Class Setup—

Course, Instructor and Location filters have been added to the **Class Search Criteria** screen.   These filters can be used to narrow class search results by one or more of these filters. If no filter is used, then all classes will be displayed for the selected program year.

The *Copy within PY* button is new on the **Update Class Information** screen. It allows a user to make a copy of this class within the same program year. It is available for program years 2012-13 and later.

Additional information about the **Class Setup** screen is in Section 2.4 of Chapter 2 of the MAERS User 2.1 manual.

Registration—

UIC Code: This is the Unique Identification Code (UIC) that is provided by the Center for Education Performance Information (CEPI). This data is being added to facilitate the linkage of MAERS to CEPI's education data warehouse.

Highest Educational Level or Degree Attained: This is a new data item required by USDOE.   This data item replaced the **Diploma/GED Status at Entry** data item. The business rule for this data item has been changed. If the participant had a High School Diploma in a previous program year, an error will not be triggered if the participant is indicated as not having a High School Diploma in PY 2012-13.

U.S. Based Education: This is a new data item required by USDOE. This data item replaces the **Has US High School Diploma** and the **Has High School Diploma from Other Country** data items above. An entry is required.

Planned End of Service Date: This new data item captures the date that local program staff estimate when the participant will complete instructional services. The date can be updated as participant circumstances changes. An entry is required but remains editable until the participant program exits.

Number of Actual GED Tests Previously Passed: An entry is required for all participants regardless of instructional area.

Goals: Goals should be selected that are appropriate to the educational level of the participant at program entry and should align with the Participant's instructional area.

Funding Sources: Funding sources for all years that the registration is active will be displayed. As the registration continues from one program year to the next, more funding sources can be added. Local programs should update funding source selections each year. Checking the box of a funding source signifies the local programs intention to serve the participant with this funding source.

The following data items now require an entry:
- **Receiving Distance Learning Services**
- **State Correctional Facility (Prisons)**
- **Other Institutional Setting**
- **Receiving Literacy Council Services**
- **Community Correctional Program**

Additional information about the **Registration** screen is in Section 3.1 of Chapter 3 of the MAERS 2.1 User Manual.

Assessment History Screen—

Test PY: The program year in which the test applies is displayed. This change is needed because of continuing registrations.

EFL Anchor Module: The anchor module from the pre-test is displayed for both the pre-test and its corresponding post-test. This is displayed so users do not have to access the test record to see the EFL level of the anchor module for the assessment.

Additional information about the **Assessment History** screen is in Section 3.2 of Chapter 3 of the MAERS 2.1 User Manual.

Assessment—

Program Year: A new data item called **Program Year** is now on the **Enter Assessment** screen. The selected program year identifies the program year the pre- or post-test assessment belongs to for any registration. An entry is required.

Additional information about **Assessments** is in Section 3.2 and 3.7 of Chapter 3 of the MAERS 2.1 User Manual.

Enter/Update Participant Class Enrollments—

Timeline: A timeline has been added to the screen. The top row of the timeline identifies the period(s) of time a participant is in a planned gap in services. The bottom row of the timeline identifies the period(s) of time a participant is enrolled in a class. The timeline displays specific points that identify the beginning or ending date of a class enrollment or planned gap in services. This date can be displayed by holding the mouse pointer on the timeline point.

Display of class enrollments: Because of continuing registrations, a participant can have class enrollments in every program year of the registration. Class enrollments are now displayed chronologically backwards by program year. If the participant has class enrollments in two or more program years, the class enrollments are displayed in alternating colors. Further, each program year is separated by a horizontal, gray bar.

Planned Gap: Planned gaps in services are also displayed on this screen. They are displayed in yellow. If a Planned Gap crosses program years it will be displayed in the program year in which it began.

Additional information about the **Enter/Update Participant Class Enrollments** screen is in Section 3.3 of Chapter 3 of the MAERS 2.1 User Manual.

Enter/Update Single Participant Attendance—

Make-Up Hours: This data item has been removed for classes beginning in PY 2012-13. It will remain on the screen for classes that were in PY 2011-12. Local programs will have through the end of the day October 25, 2012 to update this data. It will become view only on October 26, 2012.

Display of Classes: Because of continuing registrations, a participant can have class attendance in every program year of their registration. Class attendance records are now displayed chronologically backwards by program year. If the participant has class attendance records in two or more program years, the records are displayed in alternating colors. Further, each program year is separated by a horizontal, gray bar.

Additional information about the **Enter/Update Single Participant Attendance** screen is in Section 3.4 of Chapter 3 of the MAERS 2.1 User Manual.

Class Group Enrollment—

Local Student No. Starts with: A filter by the Local Student Number of the participant has been added to the **Filter Criteria** page. This feature will provide improved filtering of Participant records.

Additional information about the **Local Student No. Starts with** data item is in Section 3.3 of Chapter 3 of the MAERS 2.1 User Manual.

Planned Gaps—

The planned gap feature works in the same manner as other participant functions. It has a history screen that displays previously entered records. New records can be entered by using the *Enter New Planned Gap* button at the bottom of the **Planned Gap History** screen. The *Enter New Planned Gap* button will navigate to the **Create Planned Gap** screen. A new planned gap record can be created using this screen. A planned gap cannot overlap a class enrollment.

Additional information about **Planned Gaps** is in Section 3.6 of Chapter 3 of the MAERS 2.1 User Manual.

Program Exit—

Default Primary Goal Attainment: The system displays the default goals of either **Improve Basic Literacy Skills** for ABE-ASE services and/or **Improve English Skills** for ESL services. **Default Primary Goal Attainments** are displayed for each year of the participant's registration. The system also displays if the goal was attained for each program year that it is listed.

Participant Selected Goal Attainment: MAERS displays the participant selected goals at program entry for the participant. These goals are not achieved each program year. They are achieved at the end of the Participant's registration. A check box is provided to the right of the goal to indicate its attainment.

Unintended Outcomes: The section of the screen that displays **Unintended Outcomes** will remain available for registrations that have a PY 2011-12 registration date and a PY 2011-12 program exit date. Local programs have through the end of the day October 25, 2012 to enter this data. This section of the screen will be removed for any registration that has a program exit date in PY 2012-13 or later.

Total Credits Earned at Program Completion: This question is required if the participant has the HSD instructional area selected on the registration screen. This data item is now linked to the HSD cohort on the **Update Follow-Up** screen.

Total # of Actual Tests Passed: An entry is required for all participants regardless of instructional area. This data item is now linked to the GED cohort on the **Update Follow-Up** screen.

Beginning EFL: The **Beginning EFL** from the first pre-test of the participant's registration is displayed. If the participant is pre-tested in both the ABE/ASE and the ESL instructional areas, then the **Beginning EFL** from the first pre-test for each instructional area will be displayed.

Ending EFL: The **Ending EFL** of the participant's registration is displayed as follows:
  ▪ Most recent post-test – The **Program Year** and the **Ending EFL** is displayed
  ▪ No Post-Test – No **Program Year** and no **Ending EFL** is displayed

Attended Hours: Sums attendance hours by instructional area for the duration of the participant's registration.

Exit Status: The **Completed—Plans to Continue in 90 Days** exit status has been removed. It is no longer applicable with continuing registrations.

Follow Up—

Post program follow-up for all cohorts begins at program exit.   Subsequently, the Follow-Up section of MAERS for a participant can only be accessed once the participant has program exited. If access is attempted before the participant program exits, an error message will be displayed. In addition, post program follow up is only required for participants who have 12 or more hours of instruction.

Taken All 5 GED Tests: This question has been added to the **General** tab of the **Update Follow-Up** screen. The question applies to every participant. The question has three possible selections:
  1. No – Excludes the participant from the GED Cohort
  2. Yes – Includes the participant in the GED Cohort
  3. No Answer – Places the participant on the **Follow-Up Selection** and **Missing Data** reports until answered.

Unable to Contact Participant after four attempts indicator: This data item has been removed from the **General** tab. It now appears on every cohort tab.   It will provide for more accurate follow up data collection and reporting.

Refused to Participate in survey indicator: This is a new data item that has been added to every cohort tab. It will provide for more accurate follow up data collection and reporting.

Obtain GED tab: The attainment of a GED cohort is now linked to the status of the participant's GED tests passed at program exit. The **Total Number of Actual Tests**

Passed on the **Program Exit** screen must be equal to "5" before the **Did the Participant obtain their GED** question on the **Obtain GED** tab can be indicated as "Yes".

Obtain HSD tab: The attainment of a HSD Cohort is now linked to the participant's completion of required high school diploma credits at program exit. The **% of Achievement** display for the **Total Credits at Program Completion** data item on the **Update Program Exit** screen must be 100% before the **Did the Participant obtain their HSD** question on the **Obtain HSD** tab can be indicated as "Yes".

Enroll in Postsecondary tab: This tab is generated for a participant that meets any of the following three conditions:
1. Entry Status – The participants has a GED, HSD or Alternative Credential at program entry issued by a US or Non-US Based School
2. GED Attainment – The participant obtains a GED after program exit but on or before October 25 following program year end
3. HSD Attainment – The participant obtains a HSD after program exit but on or before October 25 following program year end

If the **Refused to Participate in survey** box is checked [✓] or the **Did the Participant enroll in a college or vocational educational program** is indicated as "Yes", then the **Enter Post Sec. Educ. Cohort** follow up process is complete. No additional follow up is required for the participant. However, If the **Unable to Contact Participant after four attempts** box is checked [✓] or the **Did the Participant enroll in a college or vocational educational program** is indicated as "No", then two things occur:
1. Follow-Up for year #1 of the Postsecondary cohort is complete
2. Follow-Up for year #2 becomes required. A second **Enter Post Sec. Educ.** tab is generated. A second follow-up is required in the year after the participant has program exited. The participant will be listed on the **Follow-Up Selection** report accordingly.

Impact on Reports

Reports will change to produce information that aligns with the above detailed changes. Descriptions of each report will be listed in Chapter 6 of the MAERS 2.1 User Manual. Each report description will provide details about:
- **Function** – What the report does
- **Population** – The participants who will be included on the report
- **Uses** – Suggestions on how local program can use the report
- **Scheduling Recommendations** – Suggested dates when to run the report
- **User Access Level** – To what User Access levels the report is available

Location Filters—
> A location filter has been added as applicable to reports. The location filter is an additional report parameter. It will allow users to limit the output of the report to the specific location selected. If no selection is made, then the report will provide data for all locations.

New Reports—

> Three new reports have thus far been added to the system, which are:
> - Participant Post Test Listing (AEPOSTTEST): This report can be accessed by Provider Admin staff. The report provides a listing of participants who have enough attendance hours to be post-tested as well as other assessment data.
>
> - Missing Attendance Report (MISSATTEND): This report can be accessed by Fiscal Agent staff. The report provides counts of participant registrations, class enrollments and the number of class enrollment that are missing attendance for the month selected.
>
> - Simple Participant Listing (SIMPLEPART): This report can be accessed by Provider Admin staff. As the name implies the report provides a very simple listing of participants registered with the local program that meet the report parameters selected.
>
> These reports will be accessible from the **MAERS (2) Reports (Starting PY 2011)** section of the **MAERS Reports Listing** screen. Additional reports once designed and implemented will be available.